



State of Tennessee Department of Children's Services New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Policy, Planning and Performance Measurement
DATE: January 25, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures	Summary of Policy Revisions/Other Information
1.	1.2	Org Charts, Rosters, Directories, Annual Report and Strategic Plan	1	02/01/08	None	Policy revision: supersedes DCS 1.2, 06/01/05; Policy revisions included updating into new policy format; reviewed and updated to comply with annual policy review requirement. Requires minor policy review.
2.	1.3	Communication, Information Sharing and Work Site Meetings	1	02/01/08	CS-0479, Acknowledgement/Verification of Policy Understanding	Policy revision: supersedes DCS 1.3, 06/01/05; Policy revisions included updating into new policy format; reviewed and updated to comply with annual policy review requirement. Requires minor policy

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

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						review.
3.	4.10	Conflicts of Interest	4	02/01/08	CS-0129 Additional Employment Request CS-0748, Employee Conflict of Interest Statement SS-1150, In-State Consulting Disclosure	Policy revision: supersedes DCS 4.4, 10/01/05 and 4.10, 02/01/98; Policy 4.4 incorporated into 4.10 and deleted. Requires major policy review.
4.	11.3	Criteria for Assessment and Placement of Delinquent Youth in YDCs	11	02/01/08	None	Policy revision: supersedes DCS 11.3, 02/01/06; Major revisions throughout policy. Requires major policy review.
5.	14.5	Child Protective Services Planning, Initiation and Assessment of Safety and Protection	14	01/01/08	Same, no change	Policy correction: Section A, 6; The investigation may be terminated with the <u>CPS team leader's</u> ...; CPS case manager-deleted. Requires minor policy review.
6.	14.7	Classification of a Child Protective Services Case	14	01/01/08	Same, no change	Policy correction: Endnote added: Exceptions where a case may not be classified within thirty (30) days. Requires minor policy review.
7.	14.12	Removal Safety and Permanency Considerations	14	01/01/08	Added form: CS-0747– Child and Family Team Meeting Summary Deleted form: CS-0230, Staffing Summary and Placement Justification	Policy correction: Policy cited wrong form for documenting a CFTM. Requires minor policy review.

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